

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: June 18, 2012

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2012 Pay Period #27 Ending 6/30/12
CPO 12-10

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 2:00 pm on Monday, July 2, 2012.**

Payroll accounts can be transmitted on Friday, June 29, 2012 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.